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MEMORANDUM FOR: Deputy Director of Central Intelligence

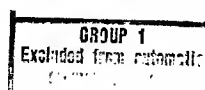
SUBJECT : Headquarters Space

1. This memorandum is for information only.
 2. We have again reached the point where it is necessary to move a component out of the Headquarters building in order to provide space for approved expansion. Current requirements are:
 - 6,750 sq. ft. -- Deputy Director for Science & Technology Staff
 - 15,000 sq. ft. -- Foreign Missile & Space Analysis Center/ORD
 - 1,700 sq. ft. -- Office of Budget, Program Analysis, and Manpower
 - 2,000 sq. ft. -- Office of Computer Services
- 25,450 sq. ft. -- TOTAL

Against this requirement we have vacant within the Headquarters building approximately 13,000 sq. ft., but 6,000 sq. ft. of this will not be reassignable until the moves and reorganizations behind the barrier have been completed. Even then, some of the space will exist heterogeneously and will not satisfy any significant portion of the above requirements. Thus, we have at the moment only 7,000 sq. ft. immediately usable. The net additional space now required amounts to 18,450 sq. ft.

3. Under the circumstances, I have no choice other than to move a majority of the Office of Finance from the Headquarters building to South building. This would permit me to pick up 19,000 sq. ft. It also leaves approximately 6,000 sq. ft. behind the barrier for future use.

4. In order to minimize the impact of this move upon service to Headquarters components, especially those within the Clandestine Services, I plan to retain a few Finance personnel in the Headquarters building. This would permit the necessary disbursing and certification facilities for matters requiring rapid handling.

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5. In order to avoid delays in handling transactions, we will establish a communications relay center ~~in South building~~ which will permit the Office of Finance to act promptly in responding to overseas monetary and financial requirements.

6. Special Courier-Teller Service will be established in order to expedite the handling of transactions ^{among} ~~between Headquarters and South building.~~^s

7. ~~Although additional personnel will be required under this arrangement I anticipate sufficient savings through the consolidation of the Confidential Funds and Fiscal Divisions to offset this.~~

8. ~~Unless you object to the proposal as outlined above, I plan to proceed immediately with its implementation.~~

L. K. White
Deputy Director
for Support

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